

OnCore Communication Memo

Memo #: 31 – Addition of Clinical Research Coordinator – Secondary to Study Staff Roles

To: All Cancer Center Research Managers, Clinical Research Coordinators/Assistants, Regulatory Coordinators, CTO-AD, OnCore Coordinators

From: System Administrator

Effective Date: September 26, 2017

Purpose: To more quickly and clearly identify which staff member has been designated as the primary back-up for a study, the addition of the 'Clinical Research Coordinator – Secondary' has been added to the Protocol Staff role list.

Notes: Under the PC Console>Staff tab, choose the Role of Clinical Research Coordinator – Secondary, then assign the Staff Name. As with the Clinical Research Coordinator role, there should only be one Clinical Research Coordinator – Secondary role/staff assigned to a protocol. There are no additional privileges assigned to this role, it is merely used to indicate responsible party. The Research Manager is responsible for entering the Clinical Research Coordinator – Secondary role and maintaining staff member accuracy, as workloads and roles may vary.

The screenshot displays the OnCore system interface. At the top, the user is identified as OCTEST Sandra Johnson (ADMIN) at the Medical College of Wisconsin-OCT. The navigation menu includes options like Admin, Audits / Monitoring, eCRFs/Calendars, Financials, My Console, Protocols, Reports, Reviews, Specimens, Subjects, Effort Tracking, and My Search. The main content area is titled 'PC Console' and shows protocol details for ADURO-ADU-CL-16, including the library (Oncology), PI (Hari, Parameswaran), sponsor (Aduro Biotech, Inc), and protocol status (NEW). The 'Protocol Staff' tab is active, showing a table of staff members. A dropdown menu is open, listing various roles, with 'Clinical Research Coordinator - Secondary' highlighted. The table below shows columns for Staff Name, Institution, Start Date, Stop Date, Reason, Edit, and Select, with several rows of staff members listed.

Staff Name	Institution	Start Date	Stop Date	Reason	Edit	Select
	Medical College of Wisconsin				Edit	<input type="checkbox"/>
	Medical College of Wisconsin				Edit	<input type="checkbox"/>
	Medical College of Wisconsin				Edit	<input type="checkbox"/>
	Medical College of Wisconsin				Edit	<input type="checkbox"/>
	Medical College of Wisconsin-OCT				Edit	<input type="checkbox"/>
	Medical College of Wisconsin				Edit	<input type="checkbox"/>
	Medical College of Wisconsin				Edit	<input type="checkbox"/>